



<b>Classification:</b> Associate Energy Specialist (TED)	<b>Position No.</b> 5400-4056-040
<b>CBID:</b> R10	<b>Office:</b> Energy Systems Research
<b>Date Prepared:</b> December, 2012	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of an interdisciplinary team to plan and implement the Research and Development (R&D) Program. The goal of the R&D Program is to conduct energy research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of California and national energy policies. The incumbent is developing a working knowledge of the characteristics of advanced generation and energy-related environmental issues associated with the development and management of Energy Technology Systems Integration (ETSI) projects which includes demand response, transmission and distribution, energy storage and security subject areas. The incumbent will be required to develop and manage contracts associated with the implementation of electric and natural gas research in the ETSI subject area.

#### **WORKING CONDITIONS:**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, and manage contracts, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; and participate in and lead meetings with other staff and with other agencies.

#### **DUTIES AND RESPONSIBILITIES:**

- 40% Program implementation. Independently perform responsible, varied and complex technical and analytical work to assess and identify energy-related research and development needs that address issues related to environmental science and ETSI. The incumbent will complete technical reviews, assessments and reports on the RD&D projects associated with ETSI projects. The incumbent will conduct solicitation planning and development activities. The incumbent will develop and manage research associated projects and contracts. (E)
- 30% Contract, project and solicitation management. The incumbent prepares the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract



amendments; receives and reviews monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and commission management on the status of the project. (E)

- 10% Proposal evaluation. The incumbent will assess project applications submitted for ETSI projects, including providing expert assessment and guidance to Energy Commission management and Commissioners. This includes determining how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carryout the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares written findings of such evaluations for use by a technical scoring committee. (E)
- 10% Consult with stakeholders, including research organizations, other R&D program managers and utility representatives, private developers, and technical experts to identify RD&D opportunities for ETSI technologies; and define, develop and implement projects and solicitations that provide significant public benefits to California and meet the policy and technical objectives of the R&D Program. (M)
- 5% Technical Transfer. Consult with experts to develop technology transfer strategies to support commercialization of successful projects associated with ETSI. (M)
- 5% Other duties as required consistent with the classification (M).

SIGNATURES	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Incumbent</span> <span>Date</span> </div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Associate Energy Specialist (TED)</span> <span></span> </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Alan Solomon</span> <span>Date</span> </div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Energy Commission Supervisor II (TED)</span> <span></span> </div>